

PROCEDURE TO OBTAIN A MARRIAGE LICENSE

- **BOTH PARTIES MUST BE PRESENT TO OBTAIN LICENSE**
- **PROPER IDENTIFICATION IS REQUIRED, WHICH INCLUDES A DRIVERS OR NON-DRIVERS ID (or PASSPORT)**
- **A BIRTH DOCUMENT IS REQUIRED, THIS MUST BE AN ORIGINAL OR CERTIFIED COPY OF YOUR BIRTH CERTIFICATE WITH YOUR PARENTS NAMES INCLUDED (CERTIFICATE MUST BE IN ENGLISH)**
- **YOU WILL NEED TO PROVIDE YOUR SOCIAL SECURITY NUMBER, WITH YOUR SOCIAL SECURITY CARD OR OFFICIAL DOCUMENT WITH YOUR SOCIAL SECURITY NUMBER ON IT**
- **DIVORCE DECREES FROM ALL PREVIOUS MARRIAGES ARE REQUIRED**
- **SPOUSAL DEATH CERTIFICATE IS REQUIRED (IF APPLICABLE)**
- **THE LICENSE MUST BE OBTAINED AT LEAST 24 HOURS PRIOR TO THE SERVICE AND IS GOOD FOR 60 DAYS**
- **THE COST IS \$40.00 (CASH, LOCAL CHECK, OR CREDIT CARD- MASTERCARD OR VISA)**
- **ANYONE APPLYING FOR A MARRIAGE LICENSE, WHO IS 16 OR 17 YEARS OF AGE; SHOULD CONTACT THE CLERK'S OFFICE FOR FURTHER INFORMATION**
- **MARRIAGE LICENSES ARE ISSUED MONDAY THROUGH FRIDAY BETWEEN 9:00 a.m. - 4:00 p.m. (Please call for an appointment 716-439-9524)**